



American Academy Board of Directors Board Retreat Meeting Minutes

January 18, 2010

American Academy

Directors present were Dave Romero, Denese Gardner, Adil Khan, Shaylee Holland and Bill Paynter. Also present were Erin Kane and Joanna Jasmine.

1. Call to Order

Adil Khan called the meeting to order at 8:05 pm.

2. Pledge of Allegiance

Adil Khan led the Board in a recitation of the Pledge.

3. Approval of Prior Meeting Minutes

Upon motion of Adil Khan, seconded by Bill Paynter, the Board unanimously voted to approve the Meeting Minutes of the December 14, 2010, meeting of the Board.

4. HOS Updates

Erin Kane provided an update.

5. SAC Updates

Erin Kane provided an update on behalf of the SAC. The SAC is currently working on the Unified Improvement Plan (formerly the School Improvement Plan).

6. Consent Agenda

Upon motion of Adil Khan, seconded by Shaylee Holland, the board unanimously approved, on final reading, the Parent Communication Policy updates, in the form attached hereto as Exhibit A.

7. New Action Items

- Upon motion of Denese Gardner, seconded by Adil Khan, the Board unanimously approved, on initial reading, the **Employment Contract eForm**, in the form attached hereto as **Exhibit A**.
- The Board unanimously agreed to table approval of the **BOD Election Policy**.
- The Board unanimously agreed to table approval of the **BOD Succession Plan**.
- Upon motion of Denese Gardner, seconded by Adil Khan, the board unanimously approved, on initial reading, the **Financial Planning and Budgeting Policy updates**, in the form attached hereto as **Exhibit B**.
- Upon motion of Bill Paynter, seconded by Shaylee Holland, the board unanimously approved, on initial reading, the **Internal Audit Policy**, in the form attached hereto as **Exhibit C**.
- Upon motion of Adil Khan, seconded by Shaylee Holland, the board unanimously approved, on initial reading, the **Comprehensive Fee Policy updates**, in the form attached hereto as **Exhibit D**.
- Upon motion of Shaylee Holland, seconded by Bill Paynter, the board unanimously approved, on final reading, the **2011-2012 School Calendar**, in the form attached hereto as **Exhibit E**.

- The Board unanimously agreed to table approval of the **HOS Job Responsibilities** until the BOD Retreat.

8. Next BOD Meeting Agenda Review

The BOD agreed to move the February BOD meeting from 2/15/2011 to 2/22/2011.

9. Dismissal

Adil Khan dismissed the meeting at 8:27 pm.

Respectfully submitted,

Dave Romero

Secretary

Exhibit A

Parent Communication Policy updates (attached)



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Parent Communication Policy

This policy was approved by the American Academy Board of Directors on August 17, 2010

Purpose

The purpose of this policy is to define the communication process at American Academy. This policy defines how parents of American Academy can communicate a suggestion or a concern to the school and ultimately participate in the solution. The process is designed so that the school will respond to parent input in a timely and efficient manner.

Timeliness Expectations

If you contact a staff member per this policy and you do not hear back within two business days, please try again. If you still do not receive a response, proceed to the next step as laid out in this policy.

American Academy Parent Advisory Board (PAB)

The purpose of the Parent Advisory Board (PAB) is to uphold the mission and vision of the school, as it relates to the parent population. The PAB will respond to parent feedback and concerns pertaining to school policy, operations, or programs and make recommendations to the Head of School (HOS) and the Board of Directors (BOD) on behalf of the parent population. The PAB is not an outlet for personal conflict resolution or complaints about a student, staff member, parent or any individual member of the American Academy community.

PAB responsibilities include:

- (1) Collect parent feedback on policies
- (2) Answer parent questions on policies and communication
- (3) Providing policy feedback per the BOD's policy calendar
- (4) Attending monthly BOD meetings
- (5) Conduct the annual Parent Survey

Through the PAB, the HOS and the BOD will be able to remain informed of parent suggestions, ideas, and concerns.

American Academy Communication Process

American Academy is a cooperative enterprise: families, teachers, administrators, directors and staff share the responsibilities and rewards of operating the school. Parents play essential roles as advocates for their children and partners in enriching our school community with their ideas, interests, talents, resources and concerns. Parent input is valued and encouraged.

This policy defines different communication processes to be used, depending on the nature of the communication from the parent community.

I. General Questions

- 1) Contact the school (info@americanacademyk8.org).
- 2) You will receive a response within one business day.

II. Specific Questions or Concerns Pertaining to your Student

- 1) Your child must first contact his or her teacher to discuss any questions or concerns (applies to fifth grade and up).
- 2) If there is still a concern, contact the teacher.
- 3) If you still have a concern, contact the Dean of Students.
- 4) If necessary, contact the HOS.

III. Questions or Concerns Pertaining to Classroom Practices or Academic Program

- 1) Contact the appropriate teacher for that classroom or academic area. If you are unsure who to contact, contact your child's homeroom teacher.
- 2) If the issue is not resolved, contact the Dean of Students.
- 3) If the issue is still not resolved, contact the HOS.
- 4) If the issue is still not resolved, contact the Board of Directors (board@americanacademyk8.org).

IV. Policy Questions

- 1) Submit your question to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member with the answer to your question or a referral on where to find the answer.
- 3) The PAB will file your question with the applicable policy so that they can recommend policy clarifications as needed when that policy is up for review.

V. Existing Policy Suggested Changes, Additions or Complaints

- 1) Submit your input to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member for issue clarification and to give you an idea of the next steps including the next scheduled review of the policy by the BOD.
- 3) If needed, the PAB will facilitate a discussion of the issue with the HOS.
- 4) On recommendation of the HOS and/or the parent, the issue will be added to the next PAB meeting agenda, where the issue will be discussed with the parent population as needed. Parent input will be collected for the next scheduled review of the policy by the BOD.
- 5) The PAB may decide to draft a policy change proposal for the HOS and the BOD. If the resolution or policy change will impact the school's operating budget, the recommendation must detail specific proposed changes to the school's

operating budget to accommodate the recommendation. Any financial impact in excess of \$1,000 requires approval by the BOD, should the proposal be funded by the school.

- 6) The PAB will then present the recommendation at the BOD meeting when the policy is scheduled for review or the next meeting if the proposal is urgent. The PAB will present the proposal, complete with a summary of the positions for and against the recommendation, as determined by the parent population and the PAB, and financial impact, if any.
- 7) Prior to consideration, the BOD may request more information, refer the recommendation to the HOS, or refer to another advisory committee for further development and analysis. If so, the committee will investigate the feasibility and advisability of the recommendation and provide a report to the BOD in a timely manner.
- 8) The BOD will then vote on the recommendation.

VI. Proposals for Improvements or New Programs

- 1) Submit your input to the PAB (pab@americanacademyk8.org).
- 2) You will be contacted within 48 hours by a PAB member for clarification and to give you an idea of the next steps.
- 3) If needed, the PAB will facilitate a discussion of the issue with the HOS.
- 4) On recommendation of the HOS and/or the parent, the issue will be added to the next PAB meeting agenda, where the idea will be discussed with the parent population as needed. The PAB may form a committee to study the idea and form a proposal. You may be asked to participate in the study.
- 5) The PAB may decide to present a proposal to HOS and/or the BOD, depending on who has approval authority. If the proposal will impact the school's operating budget, the recommendation must detail specific proposed changes to the school's operating budget to accommodate the recommendation. Any financial impact in excess of \$1,000 requires approval by the BOD, should the proposal be funded by the school. The PAB may ask the PTO to fund the proposal.
- 6) The PAB will then present the proposal at a BOD meeting. The BOD may vote on the proposal.
- 7) If the BOD adopts the improvement and/or program, the proposal may be turned over to the Parent Teacher Organization for implementation.

VII. Conflict Resolution Process

If any student, parent, staff member, or community member is involved in a conflict with another member of the American Academy community, he or she must follow the appropriate communication process:

- 1) Discuss the conflict with the other party.
- 2) Bring the issue to the appropriate teacher or staff member if applicable.
- 3) If the issue cannot be resolved at the staff level, discuss the issue with the Dean of Students. The Dean of Students will either resolve the issue or direct the issue to appropriate Academic Director.
- 4) If the issue cannot be resolved discuss the issue with the HOS.
- 5) If the issue cannot be resolved at the school level, bring the issue to the BOD (board@americanacademyk8.org).

VIII. Exit Procedures

Should an American Academy family choose to leave the school for any reason, the following process must be followed in order for the school to strive for continual improvement and to learn from that family’s experience:

- 1) Upon notification of disenrollment, the front office will schedule an exit interview with the parent(s), the HOS and at least one member of the Board of Directors. The parent will be given an Exit Interview form to complete.
- 2) The HOS and Board of Directors member will complete, sign, and file an Exit Interview form.

IX. General Communication Policies

American Academy strives to keep the lines of communication open in several ways, including board of director meetings, advisory board meetings, school committee meetings, electronic mail, newsletters, weekly folders and the website.

One of the goals of American Academy is to use technology to the maximum extent possible to enhance the educational opportunities and experience for its students, while reducing operational costs to the school. Electronic mail is one application of technology that provides enhanced convenience and timeliness in communication. Accordingly, members of the American Academy community are encouraged to use electronic mail whenever appropriate to communicate with one another. It is the responsibility of the parent to provide accurate and updated electronic mail addresses to the school’s Administrative Assistant.

Appropriate etiquette should be observed, however, when sending electronic mail. Parent email addresses should be used only for official school communication. All members of the American Academy community should be mindful that electronic mail is a poor medium for resolving conflict—an electronic message cannot convey non-verbal communications, and the intended “tone” of electronic messages can be misinterpreted by the recipient.

Teachers and administration will use email to maintain frequent contact with students and parents. The school will also distribute a regular newsletter by electronic mail to update the American Academy community on school events, opportunities, policies, and news. The school’s web site, www.americanacademyk8.org, is frequently updated and will be the primary place to update the American Academy community on current events and issues involving the school.

POLICY HISTORY

- Original:* approved by the BOD on October 3, 2005
- Revision 1:* approved by the BOD on March 6, 2006
- Revision 2:* approved by the BOD on November 15, 2007
- Revision 3:* approved by the BOD on May 20, 2009
- Revision 4:* approved by the BOD on January 21, 2010
- Revision 5:* approved by the BOD on August 17, 2010

SUMMARY OF REVISION 1

- 1) Addition of Questions or Concerns Pertaining to Classroom Practices or Academic Program
- 2) Addition of Exit Procedures
- 3) Clarification that the PAB is not an outlet for personal conflicts

SUMMARY OF REVISION 2: Clarification on weekly folders

SUMMARY OF REVISION 3: Clarification of the role of the PAB

SUMMARY OF REVISION 4: Insertion of the Dean of Students

SUMMARY OF REVISION 5: Clarify the role of the student

Exhibit B

Employment Contract eForm (attached)



Employment Agreement

This Employment Agreement (this "Agreement") is made and entered into effective this Day day of Month, Year by and between American Academy (the "School"), a charter school chartered pursuant to § 22-30.5-101 et seq., C.R.S., by the Douglas County (Colorado) School District (the "District") and **Employee Name** (the "Employee"). This Agreement is entered into in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration.

I. Nature and Term of the Employment Relationship

- 1.1 The term of this Agreement shall commence as of Month Day, Year and shall continue "at will" until terminated by either party. This Agreement shall automatically terminate on Month Day, Year, at 11:59 PM (Denver, Colorado, time) if not sooner terminated by either party.
- 1.2 The Employee recognizes that the School may seek and receive waivers of certain laws, regulations, and policies that might otherwise prescribe the Employee's employment status or rights and is not subject to all laws governing employment of personnel by Colorado school districts.
- 1.3 Any provision herein to the contrary notwithstanding, the Employee and the School agree that this employment contract is not a contract for employment for any minimum term. All employees at the School are at will employees. This means that either the Employee or School may terminate the employment relationship at any time for any reason. The Employee acknowledges and agrees that no representative or agent of the School has any authority to modify the at will status of the employment relationship unless such modification is in writing and specifically approved by the School's Board of Directors.
- 1.4 While, as set forth above, the Employee has the right to terminate the employment relationship at any time, the Employee specifically acknowledges that it is his or her present intention to stay at School for at least one school year.
- 1.5 Immediately upon termination of the Employee's employment hereunder by either party, the Employee shall surrender to the School in good condition all business, financial, personnel and student academic records kept by the Employee, and any other information, materials and equipment belonging to the School. Upon termination, the Employee shall also vacate the premises as directed by the School's Head of School.
- 1.6 Neither during the term of employment nor after termination shall the Employee recruit or suggest to any School employee that he or she join the Employee in other employment. This provision shall survive termination of this Agreement, and it may be enforced by an action for damages and/or equitable relief.
- 1.7 The Employee agrees to abide by the employment policies of the school and to sign an acknowledgment that the employee has read and understands the School's Employee eHandbook. The Employee also agrees to sign and abide by the School's Employee Code of Conduct. The School's Employee eHandbook, Employee Code of Conduct and employment policies, as well as all by-laws, policies, practices, procedures, rules and regulations of the School and of the District are nothing more than instruments of supervision, and they shall neither confer contract rights of any kind on the Employee nor create contract obligations of any kind for the School or the District. The School and the District may revise, delete or supplement any bylaw, policy, practice, procedure, rule or regulation at any time, at their sole discretion.

II. Duties and Compensation

2.1 This is an Agreement for a **p/t or f/t and position name** position at the School. The Employee shall carry out faithfully and to the best of his or her abilities such duties as may be assigned by the School's Head of School or designee. The Employee shall devote his or her attention to the functions of School at all times during the term of this contract. These duties shall generally be performed in accordance with the dates and times prescribed in the school calendar as it may be amended from time to time. A more specific description of some of the Employee's duties is available and incorporated herein by reference. That description is subject to change at the sole discretion of the School's Head of School or designee. The Employee shall uphold the mission of the School as expressed in the School's Mission Statement: "American Academy will achieve academic excellence through a challenging sequenced curriculum that emphasizes math, science, and technology, to provide our children with the tools to become the leaders of tomorrow. Together, our students, faculty, parents, and community will cultivate character, civic responsibility, and intellectual development."

2.2 The Employee represents that he or she has obtained all qualifications and requirements necessary to attain the status of a "Highly Qualified Teacher" as defined by the No Child Left Behind Act of 2001.

2.3 The Employee agrees to abide by all non-discrimination policies adopted by the School and the District, which are incorporated by reference as if restated in full herein.

2.4 The Employee shall receive formal performance reviews from time to time and at least annually. No right to continued employment is created by the provision of periodic evaluations of performance.

2.5 The Employee's salary/pay rate shall be \$ **Annual Salary (or hourly rate)** per year/hour, payable in monthly installments. Deductions for retirement and other required or optional withholdings shall be made from this salary. Should the employee be eligible for benefits under the school's Personal Leave and Compensation Policy, payments for the Employee's benefits, as established from time to time by the School, shall be made in addition to this salary. The Employee acknowledges that the Employee is employed in an exempt position, which means that the Employee will not be eligible for overtime pay.

2.6 The Employee is eligible for merit pay in addition to this salary. Any such merit pay shall be awarded on the pay date immediately following the completion of the academic calendar for the 2009-2010 school year, and the amount of any such merit pay shall be calculated according to the School's Merit Pay Plan. The award of any such merit pay and its amount will be based on an evaluation of the Employee's job performance by the School's Head of School or designee.

III. Miscellaneous

3.1 This agreement constitutes the entire agreement between the parties, and there are no other oral or written agreements, understandings, restrictions, warranties, or other representations between the parties relating to this subject matter other than those set forth herein. This agreement supersedes all prior agreements, understandings, discussions, or negotiations relating to this subject matter.

3.2 The Agreement is entered into in the State of Colorado, under the laws of which it shall be construed and enforced.

3.3 No failure to enforce any provision of this Agreement shall be deemed a waiver of the right to enforce such provision in the future. If any part of the Agreement is declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions of the Agreement.

3.3 The Agreement cannot be assigned by the Employee. All benefits of this Agreement shall be deemed automatically transferred to any successor employer, however, whether succession occurs by termination of the School's charter, merger with another institution or otherwise. This Agreement shall bind and inure to the benefit of all heirs, successors, personal representatives and assigns of the parties.

American Academy

Employee

By: _____
Erin Kane
Head of School

By: _____
Employee Name
Position

Date: _____

Date: _____

By: _____
Chad King
President and Chairperson, Board of Directors

Date: _____

Exhibit C

Internal Audit Policy (attached)



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Financial Planning & Budgeting Policy

This policy was approved by the Board of Directors on January 18, 2011.

Purpose

The Annual Budget development process is designed to create the financial plan to cultivate the mission, vision and operation of American Academy. It provides the framework for both anticipated revenues and planned expenditures derived from the educational programs and priorities of the American Academy Board of Directors (BOD) for the fiscal year (July 1 to June 30). The BOD retains primary responsibility and authority for establishing budget priorities and parameters and approving the American Academy Budget.

Preparation

The BOD assigns overall responsibility for preparation and administration of the annual budget to the Head of School (HOS). No later than March 1 of each fiscal year, administration will present to the BOD for their approval an initial annual formal budget for the successive fiscal year in conjunction with a three-year budget projection model developed and reviewed by the Finance Committee in accordance with the rules of the Governmental Accounting Standard Board (GASB) and in observance of any applicable Colorado State law or District contractual requirement.

No later than June 1 of each year, administration will present to the BOD for their approval a final annual budget.

Organization

The formal budget shall be organized in both summary and detailed format in conformance with Colorado State Chart of Account coding requirements. An itemized accounting of current year budget and actual revenue and expenditures, projected current year-end-balances and a full accounting to date of known American Academy operations will be prepared in concurrence with budget presentation. Wherever possible, the budget adopted shall be sufficient to implement the programs and policies approved by the American Academy BOD. Material opportunities or risk that may impact the budget shall be footnoted for consideration by the BOD.

Supplemental Budget

Following a final October pupil count, a "Supplemental Budget" may be developed for any additional funding to be expended within the academic year. If there were to be a reduction in funding, the BOD will approve either a percentage adjustment or follow an alternative Administrative recommendation for a reallocation of current year expenditures.

POLICY HISTORY

- Original:* approved by the BOD on May 9, 2008
- Revision 1:* approved by the BOD on March 18, 2009
- Revision 2:* approved by the BOD on February 18, 2010

SUMMARY OF REVISION 1

Final budget date changed to reflect DCSD deliverable

SUMMARY OF REVISION 2

Final budget date changed to reflect DCSD deliverable

SUMMARY OF REVISION 3

Adjusted planning to three-year budget from five-year to align with DCSD

Exhibit D

Comprehensive Fee Policy updates (attached)



AMERICAN ACADEMY
EDUCATE | INNOVATE | EXPLORE

Comprehensive Fee Policy

This policy was modified and approved by the American Academy Board of Directors on July 30, 2009.

Purpose

The purpose of this policy is to define types of fees that may be imposed upon students prior to, during, or upon completion of the school year. Additionally, this policy states American Academy's (the School's) expectations with regard to collection of fees, and actions taken in the event of non-payment of fees.

Student Fees

These mandatory fees are typically assessed at the beginning of the school year. These fees supplement the school's costs for textbooks and expendable materials for each student (such as, but not limited to: textbooks, planners, workbooks, and STEM-related expendable supplies). These fees may be adjusted annually, and may differ in amount between grade levels. The amounts of the fees are published in the School's Parent e-Handbook prior to the beginning of each school year.

Field Trip & Other Activities/Program Fees

These voluntary fees are a condition of a student's participation or attendance at a school-sponsored activity or program. These fees may include: registration fees, entry fees, transportation fees, additional supply/material fees. The amounts of these fees are communicated as needed, and will fluctuate between the activity or program. See the school's Fieldtrip Policy for more details.

Lost, Damaged or Overdue Fees

These mandatory fees are assessed in instances when a student has lost, damaged or failed to return in a timely manner, any materials that are property of the School. The amounts of these fees are determined by the School on a case-by-case basis, but will never exceed the actual cost borne by the School for replacement of the materials. Further details follow:

Textbooks, Library Materials and Instructional Resources

All textbooks and library materials (including CD-ROM's and other forms of instructional resources) are the property of American Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and must maintain them in good condition. Textbooks must be covered as instructed by the teacher. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Students/parents will be responsible for the replacement cost of textbooks that are unduly damaged or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by and retained as property of American Academy.

If a parent pays for a book and that book is later returned, a full refund will be made only if the book is returned by or within two weeks after the end of the academic school year in which it was checked out. An overdue fine will be charged for all books returned after this time.

Bank-incurred Charges

Should the school incur bank charges related to returned checks, those fees will be invoiced to the parent. Payment of such fees will be due within five (5) school days of notice. Failure to pay such fees may result in any of the actions

described in the "Non-payment of Fees" section of this policy. In the event a check is returned, the School may, at its discretion, require cash prepayment for participation in future activities or programs.

Payment Terms for Fees

Mandatory Student fees are to be remitted to the School within 30 calendar days of notice or at the time of annual student registration. Voluntary fees are to be remitted to the School prior to the date of the activity or program.

Non-Payment of Fees

Invoices and/or Statements of Account will be issued to the parents of any student who has not remitted payment of fees as described above. Any outstanding fees at the end of an academic year will automatically be added to a student's registration fees the following year. If a student graduates or ends their enrollment, but has siblings who attend American Academy, any outstanding balance for unpaid fees will be added to the youngest student's account for billing purposes.

Further, failure to pay mandatory or voluntary fees to the School may result in immediate and/or future: suspension of student or parent privileges, and/or disallowing student or parent use of school property, and/or denial of student or parent participation in school-sponsored activities or programs.

Waiver

Selected fees may be waived for those students who meet the CDE eligibility requirements and guidelines set for free and reduced-price meals.

Exhibit E

2011-2012 School Calendar (attached)



2011–2012 School Calendar

AUGUST 2011						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			10

SEPTEMBER 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						21

OCTOBER 2011						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15

NOVEMBER 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			16

DECEMBER 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

JANUARY 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				19

FEBRUARY 2012						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			19

MARCH 2012						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

APRIL 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					20

MAY 2012						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		18

Calendar Key

- x All school registration
- x No school / teachers only
- x Middle school students only
- x Regular school day
- x No school K-2 only / regular school day 3-8
- x No school / holiday
- x Regular school day / PM conferences
- x No school / all-day conferences
- x End of grading period
- 1 Total school days / month

Total Student Days

Elementary School = 163
Middle School = 167

See page 2 for more details

August 3-5	No school / Registration for all families
August 15-17	No school for students / All teachers for professional development
August 18	First day of school for Middle School students
August 22	First day of school for Elementary students
August 25	No school K-2 due to scheduled testing / Regular school day for grades 3-5 and Middle School
September 5	No school / Labor Day
October 6	Regular school day for all students/Evening parent-teacher conferences
October 7	No school / All-day parent-teacher conferences
October 17-21	No school / Fall Break
November 8	No school for students / Teachers only
November 18	End of first trimester grading period
November 21-25	No school / Thanksgiving Break
December 19-January 2	No school / Winter Break
January 5	No school K-2 due to scheduled testing / Regular school day for grades 3-5 and Middle School
January 13	No school for students / Teachers only
January 16	No school / Martin Luther King Day
February 9	Regular school day for all students/Evening parent-teacher conferences
February 10	No school / All-day parent-teacher conferences
February 20	No school / President's Day
March 2	End of second trimester grading period
March 26-30	No school / Spring Break
April 20	No school / Holiday
May 24	End of third trimester grading period
May 25	No school for students / Teachers only

For questions about any of the above dates, please contact the school at 720-292-5200, or email info@americanacademyk8.org.